MINUTES OF THE
MARICOPA ASSOCIATION OF GOVERNMENTS
POPULATION TECHNICAL ADVISORY COMMITTEE

August 21, 2001
MAG Office, Suite 200, Saguaro Room
302 North 1st Avenue
Phoenix, Arizona

MEMBERS IN ATTENDANCE

  George Pettit, Gilbert, Chairman   Janeen Hollomon Goodyear
  Lauren Brooks for Nathan Crane, Avondale   *Horatio Skeete, Litchfield Park
*James Crean, Buckeye   Tom Ellsworth, Mesa
*Usama Abujbarah, Cave Creek   Jackie Nolan for Matt Holm, Maricopa County
  Joanne Garrett, El Mirage   Tim Bolton, Peoria
*Jesse Drake, Fountain Hills   Tim Tilton, Phoenix
*Terry Yergan, Gila River Indian Community   Harry Higgins, Scottsdale
*Ralph Vasquez, Gila Bend   *Rosa Herrera, Surprise
  Kate Langford, Glendale   Mark Elma, Tempe
*Duncan Miller, Paradise Valley   *Dick Gregory, Youngtown

*Those members neither present nor represented by proxy.

OTHERS IN ATTENDANCE

Linda Edwards, Gilbert   Susan Kanzler, DES
Kyle McMaster, Chandler   Rita Walton, MAG
Shawney Chadwell, Queen Creek   Anubhav Bagley, MAG
Tim Jones, Tempe   Harry Wolfe, MAG
Karen Clum, CAAG   Peter Burnett, MAG
Linda Strock, DES   Anne MacCracken, RPTA

1.   Call to Order

        The meeting was called to order at 10:10 a.m. by Acting Chairman Harry Higgins.

2.   Call to the Audience.

3.   Approval of Minutes of July 19, 2001

        It was moved by Kate Langford, seconded by Tom Ellsworth and unanimously recommended to
        approve the MAG POPTAC meeting minutes of July 19, 2001.

4.   Census 2000 Status Report

Harry Wolfe stated that Rita Walton would provide an overview of Census maps prepared by MAG. A set of maps were distributed to members of the MAG POPTAC. Rita Walton reviewed these maps and explained that they were designed to assist member agencies in understanding Census data transmitted and to facilitate potential challenges under the Count Question Resolution Program.

5.   Building Permit Completion Status Report

Harry Wolfe stated that a Building Permit Completion table was prepared which reflected completions provided to MAG by the August 15, 2001 DES deadline. He noted that this was the information that was used to prepare the July 1, 2001 Maricopa County Resident Population Update and Municipality Updates.

6.   Preparation of July 1, 2001 Maricopa County and Municipality Resident Population Updates

Harry Wolfe noted that each year MAG prepares mid year population estimates which are used to distributing lottery funds, setting expenditure limitations and preparing local budgets. Mr. Wolfe explained the process that was used to prepare this year's updates. He added that the MAG POPTAC Ad Hoc Subcommittee had recommended approval of the Updates and requested that the MAG POPTAC recommend Management Committee approval of the Updates.

Acting Chairman Harry Higgins, noting George Pettit's arrival turned control of the meeting over to him at 10:25 a.m. Mr. Pettit asked for a motion to approve the Updates. It was moved by Harry Higgins, seconded by Bob Pazera and unanimously recommended to approve the July 1, 2001 Municipality Resident Population Updates.

7.   MAG GIS and Database Enhancement Project

Rita Walton noted that MAG is undertaking a GIS and Database Enhancement Project to establish the base from which a new set of socioeconomic projections will be developed. She indicated that each month, the MAG POPTAC will be requested to review a set of data or assumptions that will be used for preparing the June 2002 socioeconomic projections; and at the subsequent meeting will be asked to approve those data and assumptions. She reviewed the following items and indicated that these items would be brought before the MAG POPTAC in September for approval:

- The geography that would be used to prepare the projections.
- Assumptions regarding occupancy rates.
- Assumptions regarding persons per household.
- The method for deriving Maricopa County employment control totals.

Ms. Walton asked members of the MAG POPTAC to bring the attachments (related to the issues noted above) distributed at the meeting to the September 25, 2001 meeting of the MAG POPTAC. She also encouraged input on the information to MAG staff by September 7, 2001.

8.   Enhancement to MAG POPTAC Meetings and Review Process

Harry Wolfe reported that at the July 19, 2001 meeting of the MAG POPTAC, Committee members provided input on enhancements that would result in greater participation among POPTAC members. Recommendations included providing small group information sessions, enhancing the MAG Website and establishing an FTP server, finding a larger meeting room, conducting a survey regarding member agency technical GIS status and contacts, etc. Mr. Wolfe provided a status report on each of the initiatives identified as follows:

•   Hold workshops to inform member agency staff about the MAG socioeconomic estimates and projections process.

        Mr. Wolfe stated that MAG staff was considering holding five subregional workshops to provide an overview of the socioeconomic estimates and projections process (see Table below). He noted that other MAG staff was going to be visiting Economic Development Directors and providing briefings and asked if POPTAC believed it would still be desirable to hold the meetings.

        Janeen Hollomon suggested that an agenda be prepared for the orientation session to enable member agencies to determine who should attend the meeting.   Linda Edwards also indicated that if a list of topics were included on the agenda, then staff members could determine who should attend the meetings. Harry Wolfe responded that he would prepare the Agenda and forward it to MAG POPTAC members.

•   Conduct an orientation session for members of the MAG POPTAC at least once a year.

        Harry Wolfe said that because of staff turnover among POPTAC members and the need to reinforce an understanding of the estimates and projections process, an orientation meeting would be conducted to familiarize POPTAC members with the methods used to prepare estimates and projections.   He said that the orientation would be held on October 16, 2001.

•   Hold individual meetings with each MAG member agency to obtain input for the June 2002 Socioeconomic Projections.

        Harry Wolfe indicated that in preparation for running the MAG projections model for the June 2002 socioeconomic projections, MAG staff would visit with POPTAC members and other appropriate personnel at each member agency. He added that at the meetings that staff would review data collected through the GIS and Database Update Project, assumptions, and possible implications for the projection series; and that MAG staff will also solicit input on any changes to the base data and assumptions that may be required.

        Bob Pazera asked when those meetings would be held. Harry Wolfe responded in November and/or December.

•   Conduct a survey regarding member agency technical GIS status and contacts.

        Harry Wolfe stated that MAG was soliciting input from POPTAC on potential questions for a survey regarding member status and contacts. The survey would be distributed in

September and the results reported back to the POPTAC later in the year. Mr. Wolfe asked for input on the survey within two weeks (by September 4, 2001).

- Update the MAG Website to include more maps and to add more information to the page devoted to MAG POPTAC matters.

  Mr. Wolfe reported that MAG staff would work with our Webmaster to add more information to the page devoted to the MAG POPTAC; and that a consulting project underway to enhance our Website will also provide more interactive mapping.

- Share data using a MAG FTP site.

  Harry Wolfe stated that MAG would be able to provide for downloads from its Web site in September 2001, but uploads would not be available until a later date.

- Hold POPTAC meetings in more remote locations and use videoconferencing in conjunction with those meetings.

  Harry Wolfe mentioned that MAG staff would be making a presentation on the Regional Videoconferencing System at the September meeting of the MAG POPTAC; and that the use of videoconferencing for POPTAC meetings would be discussed at that time.

- Hold future MAG POPTAC meetings in a larger room.

  Harry Wolfe said that MAG staff had investigated alternatives times and dates for POPTAC meetings when the Saguaro Room would be available and that it would be discussed in the next agenda item.

9.   Date of Next Meeting

Harry Wolfe noted that at the July meeting of the MAG POPTAC it was suggested that MAG staff attempt to find a meeting time that would enable the Committee to use the Saguaro Room. He said that based on staff review, it was determined that the Saguaro Room was available the third Tuesday every month at 10:00 a.m; and that the Ad Hoc Subcommittee could meet just prior to that meeting at 8:30 a.m. He added that for the September meeting, because of a conflict with the Jewish holiday, the fourth Tuesday of the month, is being proposed for the scheduled meeting. It was moved by Harry Higgins, seconded by Kate Langford and unanimously recommended to change the meeting time to the third Tuesday each month.

The meeting adjourned at 11:15 a.m.